

SYLLABUS

Cleveland State University Department of Urban Studies Fall 2007 Monday

PAD 600 (50) INTRODUCTION TO PUBLIC ADMINISTRATION

Instructor: Sylvester Murray
Office: UR222 Tel: 216 687-2254
E-Mail: murray@urban.csuohio.edu
Office Hours: Mondays and Wednesdays 4:00 -5:00 p.m. or by appointment
Grad. Asst. Steven Otto 216 687-5261

IMPORTANT:

Students requiring special accommodation should immediately inform the instructor as well as contact the University Coordinator of Handicapped Services at 687-2015

TEXTBOOKS:

Michael E. Milakovich and George J. Gordon, *Public Administration in America, 9th Edition* Belmont, CA, Thompson/Wadsworth Press, 2007

Richard J. Still man, *Public Administration - Concepts and Cases, 8th Edition*, Boston, MA, Houghton Mifflin Company, 2005

ADDITIONAL READINGS:

Woodrow Wilson: *The Study of Administration* (See Stillman, Chapter 1)

Dwight Waldo: *The Study of Public Administration*, New York, Random House, 1955

George H. Frederickson, *The State of Social Equity in American Public Administration*, Paper delivered at 4th Social Equity Leadership Conference, Cleveland, OH, February, 2005

James Madison: *The Federalist No. 51* 1788

United States Constitution, Ohio Constitution and Revised Code, Cleveland Charter and Code

COURSE DESCRIPTION:

This is a graduate level introductory course designed to give students a working knowledge of the history, theories and practice of public administration in the United States at the national, state and local levels. Students are introduced to the concepts and major topics of public administration and its intellectual development. Some attention is given to its practical application through case studies. This course will provide an overview of all subjects in the field and will serve as a basis for further study in public administration.

COURSE METHODS:

The class will meet on Mondays from 6:00 p.m. until 9:50 p.m. Methods include lectures, class room discussions, written reports, oral presentations, examinations and guest speakers.

COURSE REQUIREMENTS:

- A. Attendance and punctuality are expected at all sessions. If an absence is essential, the student is responsible for any assignments made or due during his/her absence.
- B. Read all textbook chapters and other required readings before class and be prepared to discuss them in class.
- C. Prepare and submit all written assignments with the requested minimum number of pages, and on time. Ten (10) points will be deducted on assignments turned in late.
- D. The Final Examination will be written in class with limited time and no notes.
- E. No gum chewing nor yawning in class. You may drink and/or snack, or stand, or leave the room momentarily - except during exams.

COURSE GRADE:

GRADE SCALE

Written assignments	40%			
Case Presentation	10%	A	95 - 100	B+ 86 - 89
Mid Term Examination	20 %	A-	90 - 94	B 80 - 85
Final Examination	30%	C	70 - 79	D 60 - 69

COURSE SCHEDULE:

August	27	Course Orientation: The platforms for Public Administration at each level of government - U.S. Constitution, Ohio Constitution/Code, City Charter/Code
Sept	3	Holiday No Class
Sept	10	M & G, Chapter 1 - Approaching the Study of Public Administration Stillman, Chapter 1 - The Search for Scope and Purpose of Public Administration Case Study 1: The Blast in Centralia No. 5
Sept	17	M & G, Chapter 2 - Public Administration, Democracy, Bureaucratic Power Stillman, Chapter 2 - The Concept of Bureaucracy Stillman, Chapter 3 - The Concept of Ecology Case Study 3: Dr. Helene Gayle and the AIDS Epidemic
Sept	24	M & G, Chapter 3 - Federalism and Intergovernmental Relations James Madison, The Federalist No. 51 Stillman, Chapter 4 - The Concept of Administrative Power Case Study 4: The Columbia Accident
Oct	1	M & G, Chapter 4 - Organizational Theory Paper #1 due tonight. Be prepared to read your paper in class
Oct	8	Holiday No Class

- Oct 15 Stillman, Chapter 7 - The Concept of Competing Bureaucratic Subsystems
Case Study 7: The Decision to Go to War with Iraq
 Stillman, Chapter 8 - The Concept of Incremental Choice
Case Study 8: The MOVE Disaster
- Oct 22 Midterm Examination 20% of grade
- Oct 29 M & G, Chapter 6 - The Challenges of Administrative Leadership
 M & G, Chapter 8 - Governmental Budgeting
Paper Listing # 2 due tonight
- Nov 5 M & G Chapter 7 - Personnel Administration and Human Resources Dev.
 Stillman, Chapter 11 - The Concept of the Public Service Culture
Case Study 16: The Case of the Butterfly Ballot
- Nov 12 Holiday No Class
- Nov 19 M & G, Chapter 9 - Public Policy and Management
 Stillman, chapter 10 - The Concept of Effective Public Organizations
Paper # 3 due tonight. Be prepared to read your paper in class.
- Nov 26 M & G, Chapter 10 - Performance Management in the Public Sector
 Stillman, Chapter 9 - The Concept of Administrative Communication
Case Study 9: The Shootings at Columbine High School
- Dec 3 M & G, Chapter 11 - Regulations and Administrative Law
 Stillman, Chapter 15, The Concept of Public Service Sector Deregulation
Case Study 15: The Human Genome Project
- Dec 10 Final Exam 30% of grade

Paper # 1 15% of grade

Write a five or more page paper *contrasting the philosophies of public administration* as presented by Woodrow Wilson, Dwight Waldo and George Frederickson. Title your paper: "Wilson, Waldo, Frederickson In Contrast" Begin the Introduction of your paper with: "To contrast means to ...

Paper Listing # 2 10% of grade

Search the Web and write a paragraph which identifies and gives the mission, membership makeup and location of each of these public administration organizations: ASPA, PTI, NAPA, ICMA, NFBPA, NLC, NCL, NACo, GFOA, COMPA

Paper # 3 15 % of grade

Write a four or more page paper which conducts a "policy analysis" of a renown public policy, or a "program evaluation" of a particular program which you read about or which exists at your place of employment. You must read M & G Chapter 9 and Stillman, Chapter 10 before writing

the paper. You must follow 'paper outline' and your paper must contain key terms & concepts from M&G chapter 9 and Stillman, Chapter 10.

Paper Outline: Three parts - introduction of subject, discourse of data, summary/conclusion.

The Stillman Case Study Presentation 10% of grade

Two students will collaborate and present a case together. The presentation should review the relevant Stillman Chapter and the **Case Study** assigned. Provide an analysis which also recognizes the questions in the Stillman Introduction section preceding each **Case Study**. The presentation should be power point with a hard copy given to Professor Murray at the beginning to follow along and grade. Both persons will get the same grade. **Students not** presenting a **Case Study** will get extra credit (10)% for reading Paper 1 or 3.